

13 August 1981

ODP #81-1064

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

[REDACTED]
Chairman, DDA Cost Reduction and Efficiency
(CORE) Working Group

SUBJECT: Future DDA Efficiencies and Cost Savings

REFERENCES: A. Memo for DDA, from Chairman, DDA CORE,
dated 16 July 1981, Subject: Recent
DDA Efficiencies and Cost Savings

B. Memo for DDA, from DDA Core, dated
4 August 1981, Subject: CAT II - Future
Efficiencies through Capital Investment

1. Attached are the final DDA CORE submissions:

Category III - Future Efficiencies Without Adverse
Impact on Service or Resulting in
Improvements in Service

Category IV - Future Efficiencies With Adverse
Impact on Service

Category V - Future Efficiencies Through Centrali-
zation or Elimination of Duplication

Category I, on savings effected in recent years, was submitted by Reference A, and Category II, on future savings/efficiencies which could be achieved through capital investment, was submitted by Reference B.

2. Reference A included several cautions on the use of the data submitted, and these same cautions apply to this submission as well. In addition, you will note that some of the ideas in this submission have not been fully investigated or coordinated since we agreed not to do so until they have been made known to the Agency CORE Group. I would also remind you that the savings shown are only those which could be achieved in the near term - not life cycle savings, which would have been orders of magnitude larger.

This memorandum is UNCLASSIFIED
upon removal of the attachments.

SUBJECT: Future DDA Efficiencies and Cost Savings

3. During our final meeting, I asked the CORE members for any thoughts they had on the CORE effort and process, and two points were made:

a. There is concern that if the ideas presented were acted upon without commensurate increases in the personnel and fiscal resources available to the Directorate in other areas, we might be reentering a period of decline at a time when the number of Agency employees and number and complexity of new operations we are being asked to support are increasing significantly.

b. The CORE exercise presented a unique opportunity for your Office Deputies to work together on a problem and made possible the discussion of a number of other areas totally unrelated to CORE. You may wish to take advantage of this mechanism on other occasions when suitable Directorate-wide issues present themselves.

4. We are available at your convenience to discuss our final submittal.



25X1

Attachments:
As stated

Distribution:
Orig - Addressee, w/atts
1 - Each DDA CORE Working Group
Member, w/atts